PUBLIC LIBRARY ASSISTANCE GRANT
APPLICATION FOR FY2003

DUE: April 1, 2002

1.   Library Name: _____

2.   Address: _____

      City: _____   Zip: _____

3.   Contact Person: _____   4.   Phone No: _____

5.   Fax No: _____   6.   E-mail: _____

7.   Warrant Mailing Address: _____

8.   Hours library is open for service (Fall 2001):

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total Hours Per Week	Weeks Open Per Year
To	to	To	To	to	to	to		

9.   If the library will be open fewer than 52 weeks, which weeks will your library be closed? _____

      _____

10.   Number of outlets, including branches: _____
      Attach a sheet with the name, address, and open hours of each branch.

11.   **Budget Summary:**

		Local Funds for Match	Grant Funds Requested	Total Project Budget
a.	**Personnel**			
	1. Salaries and Wages			
	2. Value of Volunteer Labor			
	3. Benefits			
b.	**Collection (Library Materials)**			
	1. Books			
	2. Subscriptions			
	3. Audiovisuals			
	4. Online services			
	5. Other Materials			
c.	**Other Expenditures**			
	1. Building Operations			
	2. Furniture & Equipment			
	3. Travel			
	4. Supplies			
	5. Services			
	6. All Other Unreported Expenditures			
d.	**Total**			

12.   **Fair Value Rate for Volunteer Labor:** If your library is claiming volunteer labor as part of the local match, please note the number of volunteer hours and the hourly rate claimed. (For the hourly rate, see **Personnel** on page four in the enclosed packet.)

      Volunteer Hours: _____   Hourly Rate: _____

(Rev. 1/2002)

13.   What objectives do you plan to accomplish with this grant? *Describe how the services provided by the library will be increased or improved. Explain how the library will meet **EACH** of the following minimum program requirements.*
  a.   A collection of books and other materials for loan
  b.   Access to interlibrary loan services
  c.   Reference services
  d.   Reading/educational programs for children

14.   What activities will you undertake to achieve your objectives? How will you evaluate your project when it is completed? Please be specific.

Note: Report must have both Signatures

For the Library: For the Legal Entity:

_____   _____
Print or Type Name   Print or Type Name

_____   _____
Signature   Signature

_____   _____
Title   Date   Title   Date

M E M O R A N D U M

Alaska Department of
Education & Early
Development

To: Directors of Public Library and
And Combined School Public Libraries

Date: January 28, 2002

Phone: 907-269-6566
800-776-6566

From: Patience Frederiksen
Grants Administrator

Subject: Applying for and Managing
Public Library Assistance Grants

Please read the enclosed packet, which describes the regulations governing the Public Library Assistance Grant program and provides instructions on how to fill out the application for the grant. Pay special attention to the minimum requirements for grant eligibility for public libraries and for combined school public libraries. You are responsible for knowing and abiding by these requirements.

If your library cannot meet the requirements of the program, do not apply for the grant. Libraries that apply for and receive a grant, but do not abide by the requirements, will be liable for the return of the grant funds, even if the funds have already been spent. Copies of library law AS 14.56.300 – 14.56.340 and regulations 4 AAC 57.050 - 57.990 are available on the Web or can be requested from the State Library.

This year, public and combined school public libraries must meet three requirements by June 30, 2002 to be eligible for the FY2003 public library assistance grant.

- *During FY2000, FY2001, or FY2002, the library director must attend one approved continuing education (CE) event.* Approved programs will provide at least 6 hours of actual instruction. Library directors should ask the State Library for pre-approval for training or conferences that the director is planning to attend to met this requirement. The State Library has pre-approved attendance at the annual conferences held by the Alaska Library Association, the Pacific Northwest Library Association, and the American Library Association. Starting in FY2003, the library director is required to attend one CE event every two fiscal years.
- Each library that receives the public library assistance grant must have a collection development (CD) policy and a mission, goals, and objectives (MGO) statement. *Please be aware that you must submit drafts of both the CD policy and MGO statement for your library by April 1, 2002.* Once you have submitted your policies, State Library staff will review and comment on any significant omissions. If additional work is needed on these policies, you will have until June 30, 2002 to complete your revisions.

New application procedure available for FY2003 grant submission!
This FY2003 Public Library Assistance Grant packet is accessible at: http://www.library.state.ak.us/dev/grants.html. The grant application packet is available for the first time this year as a fill-in Adobe Acrobat PDF file. You will be able to open the grant application on your computer, type entries directly onto the form, print the filled-out grant application, sign and mail it to the State Library. Since the application must be signed, you will not be able to submit this form electronically.

I. Eligibility and Operating Requirements for Public Libraries

Any public library outlet, including a branch library, is eligible to apply for a Public Library Assistance Grant, provided it meets the following criteria:

1. Only legally constituted public libraries established and operated by a municipality under AS 29.35 or a public library nonprofit corporation established for the purpose of providing general library services are eligible.
   a. Libraries applying for the first time must supply copies of their enabling documentation.
   b. Nonprofit boards that operate libraries must have public meetings, at least quarterly.

2. Services must be provided free and without discrimination to all residents in the library's legal service area.

3. Paid or volunteer staff must be on duty in the library during the required open hours.

4. The library must provide the following services:
   a. purchase, maintain and provide for the circulation of a collection of library books and materials;
   b. interlibrary loans;
   c. reference services; and
   d. children's programs.

5. The library must submit an annual report of its operations and services to the State Library.

6. The total amount of the grant is $7,000. Each grant dollar must be matched with local funds. Libraries may claim as local funds the fair value of up to one hour of volunteer labor for every open hour. (See **Section VII, #11** below.)

7. The minimum number of hours a library and its branches must be open is now based on population. (See **Section III** below.)

8. The library director must meet minimum educational and training requirements. (See **Section IV** below.)

9. In FY2003 and in all subsequent years, the library must expend **at least $3,500** on library materials and online services.

10. If residents in a community are currently being served by mail-a-book services through their regional library, these services will be phased out if the local library receives a Public Library Assistance Grant.

II. Additional Eligibility and Operating Requirements for Combined School Public Libraries

1. The school board of the school district and the governing body of the public library must enter into a written agreement that clearly delineates the financial responsibilities, maintenance and care of the physical facility, personnel, intellectual freedom, use of equipment, hours of service, and any other related issues.

2. A copy of the agreement must be submitted prior to the State Library releasing any grant money to the combined school public library. The State Library may recommend changes in the agreement.

3. The library must provide space for library materials for patrons of all ages and allocate its space and funds for establishing a collection of library materials for children, young adults and adults in appropriate proportions.

4. The combined school public library may not expend Public Library Assistance Grant funds or local matching funds for school or curriculum related materials.

5. The library must be readily accessible to library patrons other than students enrolled in the school by placing the library in a separate facility, in a room that has an outside entrance, or by providing access and clear signage at the school entrance.

6. The library must maintain a regular schedule of hours that meet the minimum requirements detailed in the instructions. At least 10 of the open hours must be outside regular school hours. (A library open 3-5 p.m. on Monday through Friday only, does **not** meet these requirements.)

III. Annual and Weekly Open Hours for Public and Combined Public School Libraries

1. Each separately administered library facility must be open regularly scheduled hours a minimum of 48 weeks per year based on the following:

Population served	Hours
under 750	10
750-1,500	15
1,500-3,000	25
3,000-10,000	40
over 10,000	50

2. A branch outlet of a public library system, which is easily accessible by road to its main library, must be open regularly scheduled hours for a minimum of 48 weeks a year based on the following:

Population served	Hours
under 1,000	15
1,000-4,999	20
5,000 and over	25

3. Each outlet must be open at least three days per week.

4. Each public library outlet must be open at least 5 hours during evening and weekend hours.

5. In a combined school public library, at least 10 of its open hours must be outside regular school hours.

IV. Staffing, Educational, and Training Requirements for Public and Combined Public School Libraries

1. The library must provide trained paid or volunteer staff on duty at each facility during all open hours.

2. Each library must have a designated library director who completes at least one continuing education program approved by the state librarian every two years.

3. If the library is in a municipality with a population of 3,000 to 5,999, the director must have a bachelor's degree and library management experience or training. (Directors with continuous service prior to July 1999 are exempt from this requirement.)

4. If the library is in a municipality with a population of 6,000 or more, the director must have a master's degree in library or information science. (Directors with continuous service prior to July 1999 are exempt from this requirement.)

V. Management Requirements for Public and Combined Public School Libraries

1. The library must adopt and maintain policies, which include:
   a. a statement of mission, goals, and objectives; and
   b. a written collection development policy, providing for the selection, evaluation, and weeding of materials and reconsideration of materials.

2. The library must provide written copies of these documents to the State Library upon request. If not already submitted, draft versions of the library's mission, goals, and objectives statement and collection development policy must be submitted to the State Library by April 1, 2002.

VI. Financial Requirements for Public and Combined Public School Libraries

1. Money payable as a Public Library Assistance Grant and local funds identified as matching funds may be used by the public library only for expenses related to the operation of the public library. The State Library must approve the proposed expenditure of the money payable under the grant.

2. The amount of the basic grant ($7,000) must be equally matched by local funds. The local match shall consist of local money and the in-kind contribution of volunteer labor. No other types of in-kind contributions may be counted.
   a. The library should not apply for more money than it is certain it can match with local funds. If the library does not actually spend the amount of matching funds committed in the application, the State Library will reclaim a portion of the grant moneys at the end of the grant year.

   b. In the event the State Library does not have sufficient funds to provide each eligible outlet the full grant amount, it may pro rate the state's match. When grants are prorated, the public library may not reduce the amount that it committed to the match.

3. In FY2003 and all subsequent years, a public library receiving a Public Library Assistance Grant must expend at least $3,500 from either grant or local matching funds for library materials and on-line services for each of its public library outlets.

4. If the proposed expenditure under a Public Library Assistance Grant includes the payment of utilities and communications for a public library in a shared facility (such as a combined school public library), the money payable under the grant may only be used for the proportion of the costs attributable to use as a public library.

5. Each grant award must be maintained in an account that makes it possible to track expenditures of the grant funds.

6. The library must maintain an accurate accounting of the library's budget and expenditure of all funds. Records of all grant expenditures must satisfy audit requirements.

7. Funds may be expended only for those purposes set out in the grant application. The State Library must approve budget changes prior to expenditure. See **Section XI** below, **Requesting Budget Changes in Grants**.

8. Funds must be spent or encumbered during the period from July 1 through June 30. They cannot be carried over into the next year's budget or put into the city's general fund. Any money that has not been spent or encumbered by that date must be returned to the State Library. Funds for personnel and travel may not be encumbered but must be spent by June 30. Other line items encumbered should be spent by September 1 and not carried indefinitely.

VII.   Instructions for the Public Library Assistance Grant Application

The first part of the *Application* is self-explanatory, but the following items may need further explanation.

#7.   **Warrant Mailing Address:** This is the address where the State Library should mail the grant check. If the warrant should be mailed to the library address, leave line 7 blank.

#8.   **Hours Open:** For each day the library is open, list which hours it is open, i.e. Mon 10 to 2. At the end, include the number of hours per week the library is open. Also, include the number of weeks per year it is open.

#9.   **Weeks Closed:** Check the calendar for July 1, 2002 through June 30, 2003 and indicate those dates (other than holidays) that the library will be closed.

#10.   **Number of Outlets:** (Only Anchorage, Barrow, Fairbanks, Juneau, Kotzebue, and Naknek need to complete this section.) On a separate sheet, include hours and weeks open for each outlet.

#11.   **BUDGET SUMMARY:** This section needs to be completed very carefully since it determines the size of the grant.

1. Determine how much in **local funds** the library will spend per outlet during the year. Put this amount in column one "Local Funds for Match" and show how it will be spent. You can request up to $7,000 for a Public Library Assistance Grant and this is the minimum amount of local money you are required to spend.

2. In column two "Grant Funds Requested," the figures should total $7,000 or the amount committed from local funds.

3. In column three "Total Project Budget," add the first two columns.

PERSONNEL

1. **Salaries and wages** - full and part time staff (except building and grounds maintenance employees).

2. **Value of Volunteer Labor -** If the library is staffed by volunteers, the library may claim the fair value of up to one hour of volunteer labor per hour the library is open. The fair value of volunteer labor may not exceed the following:

Population served	Fair value rate
Under 750	$11.00 per hour
750-1,500	$12.00 per hour

On your application, please note the number of volunteer hours and hourly rate claimed in the space below the Budget Summary.

3. **Benefits** - medical, dental, insurance, workman's compensation, social security and retirement programs paid by the employer; usually computed as a percentage of salary.

COLLECTION (LIBRARY MATERIALS)

1. **Books** - cost of books, shipping, and preprocessing fees.

2. **Subscriptions** - subscriptions to magazines and newspapers and other publications on standing order. Includes lease or purchase of databases, but not general Internet access charges.

3. **Audiovisual** - Audio CDs, films, slides, pre-recorded audio and video tapes, phono-recordings, pictures, maps, charts, media kits, etc.

4. **Online services** - Internet Services and On-line Database Searching - charges including telecommunication costs for ISPs such as Internet Alaska, America Online etc., as well as license fees and per search charges for databases such as Dialog, Lexis, Electric Library, IAC, EBSCOhost, etc. Only include resources and services intended for use by the general public.

5. **Other Materials** - microforms, computer software on disk, tape or CD-ROM for patron use, games, toys, etc.

OTHER EXPENDITURES

1. **Building Operations** - utilities/heat: electricity, water, heat (oil, coal, steam, etc.); snow removal, janitorial contracts or salaries, cleaning supplies. Include in this category the cost of cable or wiring for computers or electronic access if the cost of the cable is separate from the installation charges.
2. **Furniture & Equipment** - Computers, printers, routers, modems, hard drives, scanners, fax machines, photocopiers, shelving, desks, chairs, filing cabinets, etc., except when part of new construction or a major remodeling; items with a life span of several years, including the leasing of those items.

3. **Travel** - Transportation and per diem (or actual costs) to attend conferences, meetings and continuing education/ training experiences relevant to job responsibilities; includes reimbursement for travel related expenses of consultants, program presenters, etc.

4. **Supplies** - consumable items such as office supplies, processing and mailing supplies, mending and repair supplies, blank audio and videotapes, and computer diskettes.

5. **Services**
    a. Communications - postage, telephone, and printing costs, such as expenditures for informational brochures, advertisements and flyers, but not the cost of paper for photocopying which belongs under supplies.
    b. Installation and maintenance charges for communications equipment and networks.
    c. Contracted Computer Services - custom programming, software leases, other contractual arrangements, equipment repair, maintenance agreements.

6. **All Other Unreported Expenditures** - any other expenses not included above, such as book binding services and maintenance contracts on typewriters, copiers, etc.

#12. **Fair Value Rate for Volunteer Labor:** If your library is claiming volunteer labor as part of the local match, please note the number of volunteer hours and the hourly rate claimed. The library may claim the fair value of up to one hour of volunteer labor per hour the library is open. See page 4 of these instructions to determine the fair value rate for volunteer labor in a town of your size. For auditing purposes the library must be able to provide appropriate documentation for the volunteer hours claimed. (e.g. monthly schedules, timecards, etc.)

VIII. Deadline and Mailing for Public Library Assistance Grant Application

If you have questions about the grant application, please contact Patience Frederiksen at 907-269-6566 or 800-776-6566. Applications must be postmarked by April 1, 2002. All applications should be sent to:

> Grants Administrator
> Alaska State Library
> 344 West 3rd Avenue, Suite 125
> Anchorage, AK 99501

IX. Grant Timeline for Public Library Assistance Grants

The following timeline binds all grants administered by the State Library. In an effort to get grant awards to libraries as soon after July 1 as possible, the State Library will use the following grant cycle:

February 1, 2002: State Library mails out grant applications for FY2003.

April 1, 2002: Deadline for libraries to postmark applications to the State Library. This date is also the deadline for submission of draft mission, goals, and objectives statements and collection development policies, if not already submitted to the State Library.

June 2002: State Library verifies eligibility of public libraries and sends out *Grant Agreement Forms* to libraries. Libraries sign and return *Grant Agreement* to State Library.

June 30, 2002: Deadline for submission of revised, final mission, goals, and objectives statements and collection development policies. Libraries must meet this deadline to remain eligible for the FY2003 public library assistance grant.

July 2002: State Library issues check for initial 25% of Public Library Assistance Grant after it receives the signed *Grant Agreement* from the library. The State Library will send a check for the remaining 75% of the grant after it receives a properly completed *Annual Report,* and *Public Library Assistance Grant Final Report, and Library Technology Survey* from the library.

July 1, 2002 - June 30, 2003: Grant period.

September 1, 2002 Deadline for submission of library's signed FY2003 grant agreement.

July 2003: State Library sends out *Public Library Assistance Grant Final Report, Alaska Public Library Annual Report,* and *Library Technology Survey* forms to public libraries.

September 1, 2003: All three completed report and survey forms due back to the State Library.

X. Management and Expenditure of Public Library Assistance Grant Funds

1. Each grant award must be maintained in an account that makes it possible to track expenditures of the grant funds.

2. Records of all grant expenditures must satisfy audit requirements.

3. Funds may be expended only for those purposes set out in the grant application.

4. Funds must be spent or encumbered during the period from July 1 through June 30. They cannot be carried over into the next year's budget or put into the city's general fund. Any money that has not been spent or encumbered by that date must be returned to the State Library. Funds for personnel and travel may not be encumbered but must be spent by June 30.

XI. Requesting Budget Changes in Grants

When a library applies for a grant, a budget must be submitted detailing how the grant money will be spent. The State Library awards grants based on the expectation that the money will be spent as proposed in the budget. If a library wishes to change any line item by more than 10%, it must receive prior approval from the State Library. (A change of less than $100 in a line item, or any change which adds funds to library materials does not require prior approval even if it is more than a 10% change.) An FY2003 budget revision form is enclosed in this packet. The form is also available on the State Library's Web page at: http://www.library.state.ak.us/dev/grants.pdf

XII. Submission of Final Report

The *Alaska Administrative Code* requires a library to file a *Final Report* with the State Library for each grant that it receives. Libraries receiving Public Library Assistance Grants must also file an *Annual Report* and the *Library Technology Survey*. These three reports are due by September 1 following completion of the grant period. If a library fails to file these reports or to properly account for the use of grant funds, the State Library may reclaim the entire grant award.

Libraries that have not submitted these reports will not be eligible to apply for future grants until all requirements for past grants are met. The State Library will send libraries all three report forms at the beginning of July. Reports for FY2003 grants are due by September 1, 2003.